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Campus News July 7, 2000

La Salle University

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CAMPUS NEWS

LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR

July 7th, 2000

June 29, 2000

Dear Colleagues,

As I am sure you know, La Salle University is accredited by the Middle States Association of Colleges and Schools (MSA). As part of the reaccreditation process, institutions receive a site visit every ten years. La Salle was last visited in 1995.

Between decennial site visits, institutions are required to submit a five-year Periodic Review Report (PRR). The PRR is a kind of mini-self-study, usually one hundred pages in length, which reports on how the institution has responded to the site team's recommendations (1995), what of significance transpired at the institution since the last visit, and the scope of the institution's plans for the next five years.

We have assembled a steering committee for our PRR chaired by Dr. Stephen Smith and Dr. Alice Hoersch. Other Committee members are: Ms. Megan Barnett, SGA President; Bro. Charles Echelmeier, Director of University Ministry and Service; Dr. Preston Feden, Associate Professor of Education; Dr. Marjorie Heinzer, Associate Professor of Nursing and President of the Faculty Senate; Dr. Margaret McManus, Associate Professor of Computer Science and Associate Dean of Arts and Sciences; and Mr. Raymond Ricci, Vice President for Enrollment Services. Though the PRR is due to Middle States by June 1, 2001, we hope to have a draft ready for final editing by December, 2000.

During the course of the next few months, you may be asked to supply one of the Steering Committee members with information related to the report. I ask for your timely cooperation with such requests. As we begin the drafting process, the work will be shared with the entire university community and there will be opportunities for input to the document. We hope to have a comprehensive task schedule within the next few weeks.

I thank you in advance for your cooperation in this very important university-wide project.

Sincerely,



Richard A. Nigro
Provost

Campus News is distributed weekly to foster communication and encourage information sharing among University departments. Articles submitted are the responsibility of their authors alone and do not imply an opinion on the part of La Salle University or the Department of Mail and Duplicating Services.

Tuition Remission for the 2000 – 2001 Academic Year

Bills for the 2000 – 2001 academic year will be going out shortly. If you are an employee taking classes for the upcoming semester, or an employee who has a dependent taking classes, please follow the instructions below regarding the crediting of your tuition remission grant.

Faculty/Staff Dependent

Dependents of full-time employees, who have worked at the University for at least 5 years, are eligible for the Faculty/Staff Dependent Grant. This grant will cover the cost of tuition and course related fees. Non-course-related fees, such as the health fee and the student activity fee, are not covered. In addition, the Faculty/Staff Grant is designated for undergraduate students only. It does not cover graduate course work.

Faculty/Staff Grant

All full-time employees at the University are eligible for this grant. If the full-time employee is an undergraduate student, the Faculty/Staff Grant will cover up to 9 credits of course work and course related fees. As a graduate student, the Faculty/Staff Grant will cover up to 6 credits of course work and course related fees. If the employee chooses to take credits above the designated limit, they are financially responsible for the difference.

Please bring a copy of the tuition bill, along with a copy of the employee's I. D. card, to the Financial Aid Office. Once the Financial Aid Office receives a copy of both of these items, your grant will be credited to your account.

CAMPUS POSITIONS AVAILABLE

LA SALLE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



Circulation Department
215-951-1292

POSITION AVAILABLE – Search Reopened

Night Circulation Supervisor

The Circulation Department of the Connelly Library has a full-time Circulation Supervisor position available. La Salle is a Roman Catholic institution of higher education in the tradition of the De La Salle Christian Brothers.

The Supervisor is responsible for the day-to-day operation of the Circulation Department. In addition to carrying out routine circulation procedures, the duties include supervision, scheduling and training of full-time staff, handling patron complaints, supervising the maintenance of the reserve collection, assisting with the annual inventory, and keeping statistics. In the absence of personnel and during busy times, the Supervisor is expected to work at the Circulation Desk. There are some duties involving maintenance of the book collection.

Normal hours are Sunday – Thursday, 4:00 PM – 12:00 AM. Days and hours may vary during semester breaks, summer sessions, holidays, exams, and staff shortages.

Physical Requirements: Must be able to move freely through the Library's common areas including the stacks and stairwells. Must be able to handle books to process or shelve them, including lifting large volumes and bending or reaching to shelve them.

This position requires supervisory experience, good interpersonal skills, maturity, tact, attention to detail, basic computer skills, and the ability to work under pressure. Library experience is helpful, but not required. Full benefits package including tuition remission.

Interested candidates should submit a letter of application, resume, and names and telephone numbers of three business references to:

Carol Brigham, Access Services Librarian
Connelly Library, Box 810
La Salle University
1900 West Olney Avenue
Philadelphia, PA 19141

The deadline for submitting applications is Friday, July 21, 2000.

AA/EOE

La Salle University
Position Announcement
Advancement Services Supervisor/Outflow

The Office of University Advancement has a position opening for an Advancement Services Supervisor/Outflow. La Salle is a Roman Catholic institution of higher education in the tradition of the De La Salle Christian Brothers. The Advancement Services Supervisor/Outflow supervises the outflow function of the University Advancement Office and the stewardship program, including letter generation to all donors, sending copies to appropriate staff and/or faculty members, maintaining a log of all letters generated, and filing letters in a timely manner. S/he works with the Advancement Services Supervisor/Internal Systems to manage large projects generated within the department and ensures that all letters/mailings project an image of integrity, proficiency and professionalism. Responsible for training and supervising all new support staff involved in outflow procedures.

The Advancement Services Supervisor/Outflow reports directly to the Assistant Vice President for Advancement Services and works closely with the Asst. VP and the Advancement Services Supervisor/Internal Systems to ensure the efficient management of the Office of University Advancement.

This position requires a high level of attention to detail and customer service experience. Proficiency in Microsoft Word, Excel and mail merge systems desirable. Experience with Banner a plus. The position carries a full-benefits package, including tuition remission.

Send cover letter, resume, salary requirements and three (3) references to: Rosemary Davis, Assistant VP for Advancement Services, Office of University Advancement, La Salle University, 1900 W. Olney Ave., Box 809, Philadelphia, PA 19141. AA/EOE.

La Salle University
Position Announcement
Receptionist

The Office of University Advancement at La Salle University is seeking a part-time receptionist. La Salle is a Roman Catholic institution of higher education in the tradition of the De La Salle Christian Brothers.

The successful candidate will report directly to the Asst. VP for Advancement Services and is responsible for all information coming into the department including answering phones, greeting visitors, handling FAX information, etc. Hours are 9:30 AM-2:30 PM, Mon-Fri..

Send cover letter, resume, salary requirements and three (3) references to: Rosemary Davis, Assistant VP for Advancement Services, Office of University Advancement, La Salle University, 1900 W. Olney Ave., Box 809, Philadelphia, PA 19141. AA/EOE.

La Salle University
Position Announcement
Advancement Services Supervisor/Internal Systems

The Office of University Advancement has a position opening for an Advancement Services Supervisor/Internal Systems. La Salle is a Roman Catholic institution of higher education in the tradition of the De La Salle Christian Brothers. The Advancement Services Supervisor/Internal Systems supervises and ensures the operation of general services for the University Advancement Office. S/he is responsible for managing the job board, including maintaining and recording information, and tracking the flow of work through the established system. S/he maintains the calendar of current and projected jobs and works with the Advancement Services Supervisor/Outflow to ensure the timely management of large projects generated by the Advancement staff. S/he maintains the time log for the department, manages student workers and ensures that equipment is maintained and functioning efficiently.

The Advancement Services Supervisor/Internal Systems acts as primary assistant and is directly responsible to the Assistant Vice President for Advancement Services, providing project support and other duties as assigned. The Advancement Services Supervisor/Internal Systems works with the Asst. VP and the Advancement Services Supervisor/Outflow to ensure the efficient management of the Office of University Advancement.

This position requires a high level of attention to detail and customer service experience. Proficiency in Microsoft Word, Excel and mail merge systems desirable. Experience with Banner a plus. The position carries a full-benefits package, including tuition remission.

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